

OzGrav ECR workshop and retreat expenditure policy

Version 1.3

Background: This policy applies to retreat-related expenses covered by OzGrav HQ. These policies are designed to ensure consistency, transparency, and responsible use of funding. Nodes may use their own node funds to support expenses that may not be covered by OzGrav HQ, e.g. bringing additional guests.

Definition of OzGrav student/postdoc: Their primary supervisor must be an OzGrav CI or AI, and the student/postdoc project must contribute directly to one of OzGrav's research programs.

Additionally, an OzGrav postdoc would typically be paid at least partly from OzGrav funds. OzGrav student includes PhD, Master, Honours and undergrad who are actively enrolled in one of the six affiliated institutions, if they meet the above definition and have submitted a student membership form via our website. OzGrav student does not include visiting students from other institutions.

In the event of any uncertainty about this policy, OzGrav HQ will provide clarification of the intent and implementation of this policy.

- OzGrav HQ will cover venue hire, catering costs, conference dinner, bus charter and any group activities (if applicable), and accommodation costs¹ for the following members and guests to attend the annual retreat (and ECR workshop for ECRs).
 - All OzGrav postdocs, students, CIs, PIs, node administrators, and Education and Outreach staff
 - Up to 3 additional individuals per node, e.g AIs, Affiliates, guests, visiting students. The costs associated with any additional guests above this cap will be charged back to the relevant node
 - Members of our Governance and Scientific Advisory Committees
 - Facilitators of sessions & VIPs
- In addition to the above, OzGrav HQ may cover flights for:
 - Node administrators, noting that node budgets typically do not include node admin travel
 - Members of our Governance and Scientific Advisory Committees
 - PIs, by invitation only
 - Facilitators of sessions & VIPs (note: the OzGrav visitor travel grant scheme may also be used to support travel by eligible international visitors. Applications for the scheme should be submitted via the OzGrav website)

¹ OzGrav HQ will cover accommodation costs using the annual indexation. In any given year where the Executive decides **not** to use indexation to cover accommodation for the retreat, OzGrav HQ will charge accommodation back to the nodes

- As an incentive to maximise attendance by our PhD students, OzGrav HQ will provide a subsidy of up to \$400 per PhD student travelling from interstate to help cover flights and transportation. In addition, in the event that nodes are being charged for accommodation, HQ will provide a further subsidy of up to \$400 per PhD student.
- It is generally expected that students/postdocs will share rooms to help keep costs down. Appropriate room sharing options will be offered. If there is a request for a single room, the difference in cost between a shared room and a single room will be charged back to the individual or node/institution.
- If the event is held in a location within 45 mins of the CBD of a node's city, it would be expected that most local members would not need to stay onsite at the retreat venue. Exceptions to this guideline will be considered by OzGrav HQ and Executive.
- OzGrav HQ will provide preferred accommodation options – usually onsite at the venue. If members wish to book accommodation elsewhere, OzGrav HQ may cover those costs up to the equivalent of the recommended option.
- Should OzGrav members bring partners and/or children, OzGrav HQ will cover the accommodation costs, meals for children, and childcare (typically onsite childcare, but in-home or other options may also be possible). Any additional costs incurred for a partner to join meals, dinners, social activities etc will be charged back to the individual.
- All OzGrav members may apply for a primary carer grant to enable them to attend an event they otherwise would not be to, including the retreat. These grants can be used to pay for e.g. flights for dependent children, childcare, flights for a carer to accompany the primary carer. Carer grant applications should be submitted via the OzGrav website, at least two months prior to the retreat date.
- In the event that OzGrav HQ incurs a fee due to a late cancellation or booking change by a retreat registrant, the fee will be charged back to that individual or their node/institution.
- OzGrav HQ may organise chartered buses to shuttle people to and from the retreat venue. In the event that an attendee is unable to make use of these buses/shuttles, the cost of their transportation to the venue will be borne by the individual or their node/institution.